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Development Bureau
Montana water
development
program

APPLICATION GUIDELINES

and

FORMS

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For The Water Development Program
Private Loan Program

PLEASE RETURN

MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

1520 EAST SIXTH AVENUE HELENA, MONTANA 59620-2301 444-6668

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MONTANA WATER DEVELOPMENT PROGRAM

GUIDELINES FOR PREPARING PRIVATE LOAN APPLICATIONS

This booklet assists individuals, partnerships, associations, and corporations in applying for loans under Montana's Water Development Program. It describes eligible loan applicants, funding limits, eligible projects and activities, loan approval and funding procedures, and applicant responsibilities. The booklet includes application forms.

If you have any questions write or call:

Department of Natural Resources
and Conservation
Water Resources Division
Water Development Bureau
1520 East Sixth Avenue
Helena, Montana 59620-2301
Phone: 444-6668

Applications may be submitted to the department at any time.

IF YOU WANT BOTH A GRANT AND A LOAN, YOU MUST ALSO COMPLETE A WATER DEVELOPMENT GRANT APPLICATION. THAT APPLICATION MUST BE SUBMITTED TO DNRC BY MAY 15 OF EVEN-NUMBERED YEARS. GRANTS CANNOT EXCEED $100,000 OR 25 PERCENT OF THE TOTAL COST OF THE PROJECT. GRANTS MUST BE APPROVED BY THE MONTANA LEGISLATURE.

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DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

WATER DEVELOPMENT PRIVATE LOAN PROGRAM

The Water Development Private Loan Program was established by the Montana Legislature in 1981 and is administered by the Department of Natural Resources and Conservation (DNRC). It promotes the beneficial use of water, and allows Montanans to achieve full use of the state's water by providing financing for water development projects and activities. DNRC is authorized to issue up to $10 million in state general obligation bonds for this program.

ELIGIBLE APPLICANTS

Individuals, partnerships, associations, and corporations are eligible for Water Development private loans.

ELIGIBLE PROJECTS

Projects that conserve, distribute, develop, store, and use water for beneficial uses are eligible for funding. Also eligible are activities that protect and enhance water resources by promoting efficient use, management, and protection of water.

Examples of eligible projects include constructing gravity irrigation systems, rehabilitating irrigation systems, building or repairing irrigation dams, lining and consolidating ditches, automating irrigation systems, and developing rural water supplies.

Preliminary planning must be complete before construction funds are requested. The Soil Conservation Service (SCS), irrigation supply companies, or private professional engineers usually provide the preliminary planning work. Costs for final design planning and construction supervision by a professional engineer may be included in a construction proposal.

LOAN LIMITS

Private loans may not exceed $200,000, and are funded from sale proceeds of general obligation bonds. Loan interest rates will be the same rate as that of the state bond. Repayment periods may not exceed 30 years, and are limited to the life of the project. Repayments on the loan are generally in annual installments.

APPLICATION AND APPROVAL PROCESS

Loan applications are accepted by DNRC at any time. The Water Development Bureau reviews the applications for completeness. You will

be notified if application forms and required documentation are not complete, and you will be given a specific time to complete the requirements. Applications are then evaluated to determine if they are technically and financially feasible. During this process, you may be required to submit additional documentation. Other state and federal agencies may be consulted to complete these evaluations. A staff recommendation is submitted to DNRC's director who makes the final decision on funding the project.

FUNDING SCHEDULES

State bond sales to finance the loans are generally phased with the construction season, so money will be available in time to meet project schedules. Successful applicants will be notified of the proposed state bond sale and the anticipated interest rate prior to each sale. If you need other funds in addition to DNRC funding, funding commitments must be made before DNRC includes the project in a state bond sale. Once funds are available, contract documents and loan and mortgage agreements will be signed. Disbursal can be on a schedule compatible with project construction. You may request DNRC to commit to providing long-term funding so that you can obtain interim financing elsewhere, if your construction schedule precedes loan availability. DNRC approval of interim financing is based on its acceptance of the technical and economic feasibility of the project.

SPONSOR RESPONSIBILITIES

Detailed scopes of work and budgets are included in all agreements, and must be approved by DNRC before you start work on the project. EXPENSES YOU INCUR BEFORE THE LOAN IS APPROVED WILL NOT BE REIMBURSED.

DNRC must approve procedures for contracting for professional services. All state laws on contracting and bid procedures for construction projects must be followed, and you must also keep accurate financial records and documentation for audits. DNRC can provide information about these requirements. DNRC must be permitted to monitor performance and visit the project site.

Narrative progress reports and financial reports may be required quarterly. A final report is required when the project is complete. You may also be required to submit annual financial reports during the life of the loan.

Please include a non-refundable $150 application fee.

PRIVATE LOAN APPLICATION CHECKLIST

____1. Application Fee $150.00 (Make checks payable to DNRC)

____2. Application Summary

____3. Technical Narrative

____4. Technical Documentation

a. Statistical or technical reports on natural resource features of the project site
b. Narrative reports on the natural resource features of the project
c. Engineering design reports
d. Maps
e. Property records and permits
f. Water right permits

____5. Financial Documentation

a. Construction budget (with accompanying cost estimates)
b. Statement of financial condition
c. Profit or loss statement
d. Documentation for income sources
e. Three-year projected operating budget for the project
f. Description of loan collateral
g. Abstract of title or other evidence of ownership
h. Other funding commitments or status documentation

____6. Representative Pictures of the Project and/or Problem

One copy of your application and supporting documents should be mailed to:

Department of Natural Resources
and Conservation
Water Resources Division
Water Development Bureau
1520 East Sixth Avenue
Helena, Montana 59620-2301

Inquiries may be mailed to DNRC, or call 444-6668.

Department of Natural Resources and Conservation
Water Development Private Loan Program

PRIVATE LOAN APPLICATION SUMMARY

I. APPLICANT INFORMATION

A. Applicant Name _____

B. Mailing Address _____

C. City, State, Zip _____

D. Telephone Number(s): _____

E. Contact Person _____

1. Address if different from Applicant _____

2. Telephone _____

F. This loan is requested by a(n): (Check one)

___ Individual

___ Non-profit corporation*

___ Corporation for profit*

___ Partnership*

___ Other (Specify) _____
_____

II. PROJECT INFORMATION

A. Project Title _____

B. Brief Project Description _____
_____
_____
_____

C. How long will it take to complete your project or activity?
_____

D. When do you plan to begin your project or activity?
_____
month/year

* Corporation applicants will be required to submit corporation information as follows: Articles of Incorporation, Corporation By-laws, Certificate of Good Standing, Corporate Resolutions to Borrow, Corporate Resolutions to Mortgage.

Partnership applicants will be required to submit a Partnership Agreement.

E. Project Budget

Funding Request:	*DNRC Loan (from Page 27, item 1)	$_____
	**DNRC Grant	$_____
Applicant Funds		$_____
Other Funding Sources		$_____
Total Project Cost:		$_____

* Loan requests cannot exceed $200,000.

** If you want both a Loan and Grant you must also complete a grant application, and submit it by May 15 of even-numbered years. Grant requests cannot exceed $100,000 or 25 percent of the total cost of the project.

F. Authorizing Statement

I (We) hereby declare that the information and all attachments to this application are true, complete, and accurate to the best of my (our) knowledge, and that the project or activity complies with all applicable state, local, and federal laws and regulations.

I (We) further declare that I am (we are) legally authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain loan and grant funds, if this application receives approval.

PRIVATE APPLICANTS:

INDIVIDUAL

Signature of applicant _____ Date _____

Signature of co-applicant _____ Date _____

PARTNERSHIP

Name: _____, a Montana partnership

By: _____, a partner

_____, a partner

_____, a partner

Date: _____

CORPORATION

NAME: _____, A Montana corporation

By: _____, President

_____, Secretary

Date: _____

Department of Natural Resources and Conservation
Water Development Private Loan Program

TECHNICAL NARRATIVE
INSTRUCTION SHEET

At a minimum, the technical narrative should include the following:

Checklist

____A. A clear statement of the purpose of the project and the specific objectives to be accomplished.

____B. A thorough description of the project that shows how the project will accomplish the objectives.

____C. A discussion of the history of the project or problem addressed by the project, and all work previously conducted.

____D. A description of the technical alternatives and the reason the proposed alternative was selected.

____E. A specific description of the implementation plan.

____F. A schedule, (preferably in chart form) for completing the project.

____G. A discussion of the effects, positive or negative, the project will have on water quantity and quality, soils, vegetation, wildlife, and other natural resources.

____H. A description of the final project results, how they will be used, and by whom.

II. Instructions for Documentation

You are urged to submit as much relevant, sound documentation about the project as you have.

A. Include appropriate data on the natural features of the project area such as soils, vegetation, geology, and hydrology. Include completed technical reports and studies on the project. All engineering design work submitted for construction projects should name the design standards used, and should be prepared by a professional engineer licensed to practice in Montana. DNRC may exempt the professional engineer requirement if work is done by an experienced person in the project field, following designs established by a professional engineer. An example of this circumstance might be an irrigation project with design work completed by a technician following Soil Conservation Service (SCS) design procedures.

B. Include a topographic map or aerial photo that locates the project or activity by sections, townships, and ranges. Identify all proposed construction sites, sources of water, points of water diversion, places of water use, and water conveyance structures. Title all maps, and include a scale and a north arrow.

C. Include verification of deeds, easements, or right-of-way agreements that will be required to complete your project, or describe property agreements that will be needed to begin the project. Water right certificates, proof-of-use rights, or acknowledgment of water right claims should also be included. Some construction projects may require other permits. Prepare a list of permits you have obtained, or must obtain to complete the project.

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
TECHNICAL NARRATIVE

(use additional pages as needed)

Applicant _____

Project Title _____

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
ENVIRONMENTAL ASSESSMENT

Instructions: Complete the following assessment.

1. Does the project deal solely with the rehabilitation of facilities? Yes _____ No _____

2. Will the proposed project or activity take place on or near a state or federal:

   a. wild and scenic river
      Yes _____ No _____ If yes, where _____

   b. wilderness area
      Yes _____ No _____ If yes, where _____

   c. primitive area
      Yes _____ No _____ If yes, where _____

   d. wildlife management area
      Yes _____ No _____ If yes, where _____

   e. recreational site
      Yes _____ No _____ If yes, where _____

3. Will the project divert water from a blue ribbon stream or similarly important fishery?

   Yes _____ No _____ If yes, where _____

4. Will the proposed project or activity take place on or near:

   a. big game winter or seasonal range
      Yes _____ No _____ If yes, where _____

   b. upland game bird habitat
      Yes _____ No _____ If yes, where _____

   c. bald eagle nesting sites
      Yes _____ No _____ If yes, where _____

   d. waterfowl and furbearer habitats
      Yes _____ No _____ If yes, where _____

   e. important riparian or wetland areas
      Yes _____ No _____ If yes, where _____

5. Is saline seep (soil salinity) a present or potential problem in the vicinity of the proposed project or activity?
   Yes _____ No _____

6. Are there any sites of historic or prehistoric importance near the proposed project or activity?
   Yes _____ No _____
   If yes, where _____

7. Are there any present land uses that would be limited or precluded if the proposed project or activity is undertaken?
   Yes _____ No _____
   If yes, what _____

8. Is there any other information about the environmental or social impact of the project that should be taken into consideration?

_____

_____

_____

_____

Department of Natural Resources and Conservation
Water Development Private Loan Program

FINANCIAL NARRATIVE AND BUDGET FORM INSTRUCTION SHEET

IF YOU WANT BOTH A GRANT AND LOAN, COMPLETE THE FOLLOWING FINANCIAL NARRATIVE AND BUDGET FORMS. DO NOT COMPLETE THOSE IN THE GRANT APPLICATION.

I. Instructions for Narrative

The narrative must clearly demonstrate that the project or activity can be done within the proposed budget. In your narrative, provide a general discussion of the spending plan. The financial narrative should make clear the reason why the budget was developed as proposed. Include the source of all cost estimates. Discuss the cost of the selected project as opposed to the alternate project plan described in the technical feasibility section.

You must demonstrate that you are able to repay the loan. For individuals, the financial statements, profit and loss statements, and projected operating budget for the project establishes your loan repayment capability. For associations or applicants representing rural water systems, you must state the number of users who will amortize the debt, and if property assessments, user fees, a combination, or other revenues will be used for repayment. If applicable attach the current charges of the system to the application and describe them in the narrative along with anticipated rate increases needed to repay the proposed loan. Use a 9 percent interest rate and 15-year term to estimate the loan repayment.

Identify all funding sources for your project. Describe your efforts to secure those funding commitments. If you applied to other funding agencies, give the date of the application, when a funding decision is expected, and state whether it is a grant or loan request. State how much money you will provide and describe your in-kind contributions. If you plan to borrow from the private sector, fully describe your borrowing plans. Include in the financial feasibility narrative any other information that would be helpful in assessing your financial commitment to completing the project.

II. Instructions for Budget

A. Use the budget forms provided. Some forms are for agricultural applicants only while others apply only to nonagricultural applicants. Budgets should estimate costs as completely and accurately as possible. The forms include major expense categories, and separate the actual project costs from the administrative, engineering, land acquisition, and permitting costs, which are sometimes not anticipated. Amend the budget

forms as needed to fit your particular project. Construction projects should include a minimum contingency expense of 10 percent of construction costs to cover unexpected expenses. An inflation contingency may be included as a project cost, and must be identified as such on the budget form.

B. Complete the Statement of Financial Condition. It provides the basic statistics about your assets and debts.

C. Include copies of cover letters for funding applications to other agencies, and letters of inquiry and responses.

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
FINANCIAL FEASIBILITY NARRATIVE

(use additional pages as needed)

Applicant _____

Project Title _____

Form No. 518 R2/88

(For Dept. Use Only)
File No. _____

State of Montana
Department of Natural Resources & Conservation
FINANCIAL STATEMENT

☐ Individual
☐ Partnership
☐ Corporation

Name _____ Address _____

City _____ State _____ Zip _____

ASSETS					LIABILITIES	
CURRENT ASSETS					CURRENT LIABILITIES (Due within 12 Months)	
Cash					Notes Due this Bank . secured (Commercial)	
Marketable Bonds and Securities (Schedule A)					. unsecured (Commercial)	
Accounts and Notes Receivable (Schedule B)					Portion Intermediate and Long Term Debt Due within 12 Months:	
Market Livestock	Count	Age or Weight	Market or Unit Price		. Mach & Equip . . This Bank (Schedule F)	
					. . Others (Schedule F)	
					. Current Portion of R/E Debt:	
					. . R/E/Ms (Schedule E)	
					. . Contracts (Schedule E)	
					. Current Portion of Intermediate Debt Included in Bank Commercial Loan	
					Notes to Others . secured	
					. unsecured	
					Accounts Payable (gas, feed, repairs, vet, etc.):	
(Total Market Livestock $)						
Feed and Seed for Farm Use (Schedule C)						
Harvested Crops held for sale (Schedule C)						
Cash Invested in Growing Crops (Schedule C)						
Other Current Assets					Taxes . Income, Real and Personal	
					Other Debts Due within 12 Months	
TOTAL—Current Assets					TOTAL—Current Liabilities	

ASSETS					LIABILITIES	
INTERMEDIATE TERM ASSETS (All Assets not Current or Long Term)					INTERMEDIATE TERM LIABILITIES (Portion of loans of more than 12 Months)	
Cash Value Life Insurance (Schedule D)					. Life Insurance (Schedule D)	
Machinery, Equipment, Cars, Trucks (Schedule F)					. Machinery and Equipment:	
Breeding Stock Kind	Count	Age or Weight	Unit Value		. . This Bank—Install Loans (Schedule F)	
					. . Others----------(Schedule F)	
Cows					. Breeding Stock	
Cows						
Heifers					. Intermediate Portion of Bank .	
Heifers					Commercial Loan	
Bulls						
Sows						
Boars						
Ewes						
Bucks						
(Total Breeding Stock $)						
Securities (not readily marketable) (Schedule A)						
Household Furnishings and Equipment					. Household Furnishings and Equipment	
Other Intermediate Assets					Other Intermediate Term Liabilities	
TOTAL—Intermediate Assets					TOTAL—Intermediate Liabilities	
LONG TERM OF FIXED ASSETS					LONG TERM LIABILITIES	
Farm Real Estate (Schedule E)					Real Estate Debt (Schedule E) . Except	
					that portion listed under Current Liabilities:	
					R/E Mortgages (Schedule E)	
Other Real Estate (Schedule E)					Contracts for Deed (Schedule E)	
					TOTAL—Long Term Liabilities	
					TOTAL LIABILITIES	
					TOTAL CAPITAL ACCOUNTS (Schedule Attached) or	
TOTAL—Fixed Assets					PRESENT NET WORTH	
TOTAL ASSETS					TOTAL LIABILITIES & NET WORTH	

I/we certify this financial statement and all other information contained herein is correct to the best of my/our knowledge as of (date) _____

Social Security No. _____ Signature _____

Social Security No. _____ Signature _____

SUPPORTING SCHEDULES

1. Name of Spouse		7. Your Age	Physical Condition
2. Ages of Children at Home		8. Have you been involved in bankruptcy?	Yes No
3. Insurance on Crops	$	9. Are any suits pending against you?	Yes No
4. Insurance on Buildings (Fire, Ext. Cov.)	$	10. Do you carry health, accident or hospital insurance?	Yes No
5. Insurance on Machinery, Equipment and Livestock	$	11. Liability Insurance Coverage	$
6. List Contingent Liabilities (Incl CCC Commodity Loans):			

SCHEDULE A — Bonds and Securities (in your name)

No. of Shares or Par Value Bonds	Description	Cost	Market Value
	TOTALS		

SCHEDULE B — Accounts and Notes Receivable

Acct (A) Note (N)	Due From or Payer	Date Due	Amount Due
		TOTAL	

SCHEDULE C — Feed and Seed Held for Farm Use—Harvested Crops Held for Sale—and Cash Invested in Growing Crops

Kind	Market Price Per Unit	Feed and Seed Held for Farm Use		Harvested Crops Held For Sale		Cash Invested in Growing Crops			
		Bu.-Tons	Value	Bu.-Tons	Value	Acres Owned	Acres Rented	Nature of Investment	Amount
	TOTAL			TOTAL				TOTAL	

SCHEDULE D—Life Insurance (include credit life)

Insurance Company	Beneficiary	Face Value	Cash Value	Policy Loans		
				Amt. Borrowed	Due	From Whom

SCHEDULE E—Real Estate—Owned or Rented			Statement	Mortgage or Contract		
OWNED—Title Held By:	Description	Acres	Value	Amount	Terms	Held By
			$	$		
	TOTALS (R/E owned)					

(Present Market Value of Above Real Estate is Estimated at $_____, based on _____

_____)

RENTED—Owner:	Description	Acres	Type lease	Expires
	TOTAL (R/E Rented)			

COMMENTS: _____

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
GENERAL INFORMATION

Are there any lawsuits, judgments, or litigation pending for or against you? _____

Have you ever declared bankruptcy? _____ Explain. _____

Have required income tax returns been filed? _____

Are any of your tax returns under dispute? _____

Any unpaid deficiencies? _____ Explain._____

I (we) the undersigned, have provided this financial statement as part of my (our) application for a loan from the Water Development Bureau of the Department of Natural Resources and Conservation. I (we) certify that the statement is complete and accurate to the best of my (our) knowledge and I (we) authorize DNRC to certify any condition of debt described above.

Name	Capacity*	Signature	Date
_____	_____	_____	_____, 19___
_____	_____	_____	_____, 19___
_____	_____	_____	_____, 19___

*Capacity such as applicant, co-applicant, guarantor, partner, or stockholder.

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
CONSTRUCTION BUDGET

I. CONSTRUCTION COSTS

A. Labor	$ _____	
B. Equipment	$ _____	
C. Land or Structure Acquisition	$ _____	
D. Materials	$ _____	
E. Other	$ _____	
TOTAL CONSTRUCTION COSTS		$ _____

II. PROFESSIONAL/TECHNICAL COSTS

A. Engineering	$ _____	
B. Consulting	$ _____	
C. Other	$ _____	
TOTAL PROFESSIONAL/ TECHNICAL COSTS		$ _____

III. CONTRACT ADMINISTRATION

A. Attorney	$ _____	
B. Accountant	$ _____	
C. Other	$ _____	
TOTAL ADMINISTRATION COSTS		$ _____

IV. FINANCING COSTS

A. Interest During Construction	$ _____	

If you anticipate beginning construction following approval but before state bond funds are available, you may want to obtain interim financing. Interest on this interim financing is an allowable project cost.

TOTAL FINANCING COSTS	$ _____

V. PROJECT COSTS

(SUM OF I, II, III & IV)	$ _____	
Fee for servicing loan and share of costs for state bond sale--3% of Item V (Loan recipients are required to pay the bond issuance costs in a pro-rata share. The average cost has been 2.5%.)	$ _____	
Add a contingency figure for unexpected costs--10% of Item V	$ _____	
VI. TOTAL PROJECT COSTS		$ _____

PROJECT FUNDING

1.	Loan Request -- DNRC*	$ _____	
2.	Grant Request--DNRC**	$ _____	
3.	Federal Funding	$ _____	
4.	Applicant Contribution	$ _____	
5.	Other	$ _____	
	TOTAL PROJECT FUNDING (Total funding must equal total cost)		$ _____

*Loans cannot exceed $200,000.

**If you want a DNRC grant, you must also complete a grant application, which must be submitted to DNRC by May 15 of even-numbered years. Grant requests cannot exceed $100,000 or 25 percent of the total project cost. Please attach supplemental information and schedules where necessary.

Department of Natural Resources and Conservation
Water Development Private Loan Program

ALL PRIVATE LOAN APPLICANTS
DESCRIPTION OF LOAN COLLATERAL

Your Name or Your
Business Name _____

Project Title _____

REAL ESTATE: (enter on another sheet if necessary)

	legal description of property	total acres or size	estimated value	lien or mort. amount
a.	_____	_____	$_____	$_____
	_____	_____	$_____	$_____
b.	_____	_____	$_____	$_____
	_____	_____	$_____	$_____

Indicate the name and address of the holder of any outstanding lien against real property described above and the amount of the lien:

a) _____
b) _____

Attach a map on which all real property offered as security is clearly identified and located according to its legal description.

Do you lease any of your real property that is offered as security? _____
If so give your tenant's name, address, and condition of the lease. _____

_____

PERSONAL PROPERTY: (itemize and indicate value)

a.	_____	$_____
b.	_____	$_____
c.	_____	$_____
d.	_____	$_____

TOTAL VALUE OF SECURITY (PERSONAL AND REAL) $_____

Is any of the real or personal property offered as collateral on this loan affected by probate or other estate proceedings? No _____ Yes _____ (if yes, explain)

_____	$_____
_____	$_____
_____	$_____
_____	$_____

Authorized Signature of Applicant	Title	Date
_____	_____	_____

Department of Natural Resources and Conservation
Water Development Private Loan Program

AGRICULTURAL APPLICANTS ONLY
PROFIT OR LOSS STATEMENT

DO NOT INCLUDE PROJECT INCOME OR EXPENSE

Your Name or Your
Business Name _____
Project Title _____

Show your overall financial condition for at least the past two (2) tax years, and an estimate for the current year.

INCOME SOURCES	INCOME YEAR	19___ Actual	19___ Actual	19___ Estimate
_____		$_____	$_____	$_____
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
TOTAL GROSS INCOME.....		$_____	_____	_____
DIRECT COST OF PRODUCTS OR LIVESTOCK SOLD OR TO BE SOLD				
_____		$_____	$_____	$_____
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
TOTAL DIRECT COST OF PRODUCTS SOLD.....		$_____	$_____	$_____
GROSS PROFIT		$_____	$_____	$_____
	EXPENSES			
OPERATING EXPENSES				
Salaries and Employees Benefits.....		$_____	$_____	$_____
Contracted Services.....		_____	_____	_____
Rent/Leases.....		_____	_____	_____
Water.....		_____	_____	_____
Repairs and Maintenance.....		_____	_____	_____
Feed and Seed.....		_____	_____	_____
Fertilizer/Chemicals.....		_____	_____	_____
Supplies.....		_____	_____	_____
Veterinary and Medicine.....		_____	_____	_____
Gas and Oil, etc.....		_____	_____	_____
Taxes (Real Estate/Personal).....		_____	_____	_____
Income Tax.....		_____	_____	_____
Interest Expenditures.....		_____	_____	_____
Auto/Freight/Trucking.....		_____	_____	_____
Livestock Breeding Fees.....		_____	_____	_____
Depreciation.....		_____	_____	_____
Insurance.....		_____	_____	_____

OPERATING EXPENSES (cont.)	YEAR	19___ Actual	19___ Actual	19___ Estimate
Storage.....				
Utilities (gas, water, electric).....				
Accounting/Legal.....				
Miscellaneous.....				
Other (Itemize)_____				
_____				
_____				
_____				
TOTAL OPERATING EXPENSES		$_____	$_____	$_____
OTHER EXPENSES				
Debt Payment on Principal.....		$_____	$_____	$_____
Cash Outlay for Capital Expenditures(Itemize)				
_____				
_____				
Annual Living Expense.....				
Other (Itemize)_____				
_____				
_____				
_____				
TOTAL OTHER EXPENSES		$_____	$_____	$_____
TOTAL EXPENSES		$_____	$_____	$_____
NET PROFIT (OR LOSS)		$_____	$_____	$_____

_____ _____ _____, 19___

_____ _____ _____, 19___

_____ _____ _____, 19___

Signature(s) of Applicant(s) Title Date

Department of Natural Resources and Conservation
Water Development Private Loan Program

AGRICULTURAL APPLICANTS ONLY
THREE YEAR PROJECTED OPERATING BUDGET

SHOW PROJECT OR ACTIVITY INCOME AND EXPENSES ONLY

Your Name or Your
Business Name _____
Project Title _____

Loan repayment period and estimated interest rate used to compute interest and principal on DNRC loan: 15 years maximum or the life of project, whichever is less, at 9 percent per year.
Indicate desired repayment schedule: Annual _____ Semi-Annual _____ Quarterly _____

PROJECTED INCOME			
INCOME SOURCES: YEAR	19___	19___	19___
Increased/Saved Crop Production.....	$_____	$_____	$_____
Increased Livestock Production.....	_____	_____	_____
Recreation.....	_____	_____	_____
Commercial Value of Renewable Resources Produced, such as Electricity..	_____	_____	_____
Other Project Income_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
LOST OR ABANDONED PRODUCTION (DEDUCT)	( )	( )	( )
TOTAL PROJECTED INCOME	$	$	$
PROJECTED EXPENSES			
OPERATING EXPENSES:			
Salaries and Employee Benefits.....	$_____	$_____	$_____
Contracted Services.....	_____	_____	_____
Rent/Leases.....	_____	_____	_____
Water.....	_____	_____	_____
Repairs and Maintenance.....	_____	_____	_____
Feed and Seed.....	_____	_____	_____
Fertilizer/Chemicals.....	_____	_____	_____
Supplies.....	_____	_____	_____
Veterinary and Medicine.....	_____	_____	_____
Gas and Oil.....	_____	_____	_____
Taxes (Real Estate/Personal).....	_____	_____	_____
Income Tax.....	_____	_____	_____
Interest (DNRC).....	_____	_____	_____
Interest (Other Projected Debt).....	_____	_____	_____
Auto/Freight/Trucking.....	_____	_____	_____
Depreciation.....	_____	_____	_____
Insurance.....	_____	_____	_____
Miscellaneous Fees (Breeding, etc.).....	_____	_____	_____
Storage.....	_____	_____	_____
Utilities (Gas, Water, and Electricity)....	_____	_____	_____
Accounting/Legal.....	_____	_____	_____
Other (Itemize)_____	_____	_____	_____
_____	_____	_____	_____
TOTAL PROJECTED OPERATING EXPENSES	$_____	$_____	$_____

YEAR	19___	19___	19___
OTHER PROJECTED EXPENSES:			
Cash Outlays for Capital Expenditures_____	$_____	$_____	$_____
_____	_____	_____	_____
_____	_____	_____	_____
Debt Payment Principal (DNRC).....	_____	_____	_____
Debt Payment Principal (Other).....	_____	_____	_____
Other (itemize)_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL PROJECTED OTHER EXPENSES	$_____	$_____	$_____
PROJECTED OPERATING AND OTHER EXPENSES	$_____	$_____	$_____
Add a minimum of 10 percent of projected expenses each year as a contingency for unexpected costs. What percentage did you use? _____	$_____	$_____	$_____
Other	$_____	$_____	$_____
_____			
TOTAL PROJECTED EXPENSES	$_____	$_____	$_____
_____			
PROJECTED NET INCOME (OR LOSS)	$_____	$_____	$_____

_____ _____ _____, 19_____

_____ _____ _____, 19_____

_____ _____ _____, 19_____

Signature(s) of Applicant(s) Title Date

Department of Natural Resources and Conservation
Water Development Private Loan Program

NONAGRICULTURAL APPLICANTS ONLY
STATEMENT OF FINANCIAL CONDITION

Check one: Individual _____ Partnership _____ Corporation _____
Applicant or Business Name: _____
Project Title _____

ASSETS	AMOUNT	LIABILITIES	AMOUNT
CURRENT ASSETS		CURRENT LIABILITIES (Due within 1 year)	
Cash on Hand and In Banks	$	Notes & Accounts Payable (Schedule B)	$
Marketable Stock, Bonds and Sec.		Portion of Long Term Debt (due within 1 year)	
Notes and Accounts Receivable, due within 1 year (Schedule A)		Machinery and Equip. (Schedule C)	
Federal Payments Receivable		Land Rental (Schedule D)	
Prepaid Expenses		Taxes (Income, Water, Real, etc.)	
Supplies on Hand		Other _____	
Other Current Assets _____			
TOTAL CURRENT ASSETS		TOTAL CURRENT LIABILITIES	
INTERMEDIATE TERM ASSETS (All assets not current or long-term)		INTERMEDIATE LIABILITIES (Liabilities of more than 1 year)	
Cash Value Life Insurance		Life Insurance	
Auto, Machinery, Equip. (Sched. C)		Mach. & Equip. (Schedule C)	
Securities (not readily marketable)		Household/Business Furnishings and Equipment	
House or Bus. Furnishings		Lease/Rental Equip. (Schedule D)	
Other Intermediate Assets		Other Interm. Liability (Itemize)	
TOTAL INTERMEDIATE ASSETS		TOTAL INTERMEDIATE LIABILITIES	
LONG TERM OR FIXED ASSETS		LONG TERM LIABILITIES	
Farm, Ranch, Bus. Real Estate		Real Estate Liens (except portion listed as current liabilities	
Other Real Estate (Schedule E)		Real Estate Mortgage (Schedule F)	
Other Fixed Assets		Contracts for Deed (Schedule F)	
		TOTAL LONG TERM LIABILITIES	
		TOTAL LIABILITIES	
		(For Corporation Loans Only)	
TOTAL FIXED ASSETS		Common Stock	
		Preferred Stock	
TOTAL ASSETS		Retained Earnings	
		PRESENT NET WORTH	
		TOTAL LIABILITIES & NET WORTH	
Intangible Assets _____		Contingent Liabilities _____	

Department of Natural Resources and Conservation
Water Development Private Loan Program

NONAGRICULTURAL APPLICANTS ONLY
STATEMENT OF FINANCIAL CONDITION
SUPPORTING SCHEDULES

SCHEDULE A-Notes and Accounts Receivable					SCHEDULE B-Notes and Accounts Payable				
Acct Note	Payer	Amount Due	Balance Due	Collateral Taken	Acct Note	Creditor	Amount Due	Balance Due	Collateral Used

SCHEDULE C-Automobiles, Machinery, and Equipment									
Description	Year	Value	Payment Amount	Lien Amount	Description	Year	Value	Payment Amount	Lien Amount
TOTALS									

SCHEDULE D-Rented Real Estate								
		Acres		Contract or	Cost Per	Date	Oral	
Tract	Owner Name	Cult.	Other	Rental Basis	Acre	Expires	Written	Location
A								
B								
C								
TOTAL								

SCHEDULE E-Owned Real Estate						
		Acres			Value of	Current
Tract	Title In Name of:	Cult.	Other	Legal Description	Improvements	Value
A						
B						
C						
TOTAL						

SCHEDULE F-Real Estate Liens							
Tract	Lien Holder	Mortgage Contract	Total Amount	Payment Date	Principal	Interest	Total Payment
A							
B							
C							
TOTAL							

Department of Natural Resources and Conservation
Water Development Private Loan Program

NONAGRICULTURAL APPLICANTS ONLY
PROFIT OR LOSS STATEMENT

DO NOT INCLUDE PROJECT INCOME OR EXPENSE

Your Name or Your
Business Name _____
Project Title _____

Show your overall financial condition for at least the past two (2) tax years, and an estimate for the current year.

INCOME SOURCES	INCOME YEAR 19__ Actual	19__ Actual	19__ Estimate
_____	$_____	$_____	$_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL GROSS INCOME.....	$_____	_____	_____
DIRECT COST OF PRODUCTS SOLD OR TO BE SOLD			
_____	$_____	$_____	$_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL DIRECT COST OF PRODUCTS SOLD.....	$_____	$_____	$_____
GROSS PROFIT	$_____	$_____	$_____
EXPENSES			
OPERATING EXPENSES			
Salaries and Employees Benefits.....	$_____	$_____	$_____
Contracted Services.....	_____	_____	_____
Rent/Leases.....	_____	_____	_____
Water.....	_____	_____	_____
Repairs and Maintenance.....	_____	_____	_____
Supplies.....	_____	_____	_____
Gas and Oil, etc.....	_____	_____	_____
Taxes (Real Estate/Personal).....	_____	_____	_____
Income Tax.....	_____	_____	_____
Interest Expenditures.....	_____	_____	_____
Auto/Freight/Trucking.....	_____	_____	_____
Depreciation.....	_____	_____	_____
Insurance.....	_____	_____	_____
Storage.....	_____	_____	_____
Utilities.....	_____	_____	_____
Accounting/Legal.....	_____	_____	_____

OPERATING EXPENSES (cont.) YEAR	19___ Actual	19___ Actual	19___ Estimate
Other (Itemize)_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL OPERATING EXPENSES	$_____	$_____	$_____
OTHER EXPENSES			
Debt Payment on Principal.....	$_____	$_____	$_____
Cash Outlay for Capital Expenditures(Itemize)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Annual Living Expense.....	_____	_____	_____
Other (Itemize)_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL OTHER EXPENSES	$_____	$_____	$_____
TOTAL EXPENSES	$_____	$_____	$_____
NET PROFIT (OR LOSS)	$_____	$_____	$_____

_____ _____ _____, 19___

_____ _____ _____, 19___

_____ _____ _____, 19___

Signature(s) of Applicant(s) Title Date

Department of Natural Resources and Conservation
Water Development Private Loan Program

NONAGRICULTURAL APPLICANTS ONLY
THREE YEAR PROJECTED OPERATING BUDGET
SHOW PROJECT OR ACTIVITY INCOME & EXPENSES ONLY

Your Name or Your
Business Name _____
Project Title _____

Loan repayment period and estimated interest rate used to compute interest and principal on DNRC loan: 15 Years maximum or the life of the project, whichever is less, at 9 percent per year.

Indicate desired repayment schedule: Annual _____ Semi-annual _____ Quarterly _____

PROJECTED INCOME			
INCOME SOURCES	YEAR 19__	19__	19__
Recreation	$	$	$
Commercial Value of Renewable Resources Produced, such as Electricity			
Other Project Income			
LOST OR ABANDONED INCOME (Deduct)	( )	( )	( )
TOTAL PROJECTED INCOME	$	$	$
PROJECTED EXPENSES			
OPERATING EXPENSES			
Salaries and Employees Benefits.....	$	$	$
Contracted Services.....			
Rent/Leases.....			
Water.....			
Repairs and Maintenance.....			
Supplies.....			
Gas and Oil, etc.....			
Taxes (Real Estate/Personal).....			
Income Tax.....			
Interest (DNRC).....			
Interest (Other Projected Debt).....			
Auto/Freight/Trucking.....			
Depreciation.....			
Insurance.....			
Miscellaneous Fees.....			
Storage.....			
Utilities (Gas, Water, and Electricity).....			
Accounting/Legal.....			
Other.....			
TOTAL PROJECTED OPERATING EXPENSES	$	$	$

OTHER PROJECTED EXPENSES (cont.)	YEAR 19___ Actual	19___ Actual	19___ Estimate
Cash Outlays for Capital Expenditures_____	$_____	$_____	$_____
_____	_____	_____	_____
_____	_____	_____	_____
Debt Payment Principal (DNRC).....	_____	_____	_____
Debt Payment Principal (Other).....	_____	_____	_____
Other (Itemize) _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL PROJECTED OTHER EXPENSES	$_____	$_____	$_____
PROJECTED OPERATING & OTHER EXPENSES	$_____	$_____	$_____
Add a minimum of 10 percent of projected expenses each year as a contingency for unexpected costs. What percentage did you use? ____	$_____	$_____	$_____
OTHER	$_____	$_____	$_____
TOTAL PROJECTED EXPENSES	$_____	$_____	$_____
PROJECTED NET INCOME OR (LOSS)	$_____	$_____	$_____

_____ _____ _____, 19___

_____ _____ _____, 19___

_____ _____ _____, 19___

Signature(s) of Applicant(s) Title Date

MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

1520 EAST SIXTH AVENUE
HELENA, MONTANA 59620-2301

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